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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700060020-5

## REPORT FROM FORMS MANAGEMENT BRANCH FOR CALENDAR YEAR ENDING 31 DECEMBER 1958

### 1. FORMS MANAGEMENT ACTIVITY CONTINUED HEAVY DURING CY 58

Fourteen hundred and seventy <sup>nine</sup> ~~four~~ forms analysis Projects were completed. Three hundred and <sup>eighteen</sup> ~~fifteen~~ new forms, 288 revised forms and 874 reprinted forms were approved with 24,393,539 copies or sets being printed. One hundred forty nine forms were obsoleted. Total number of controlled forms now in use in the Agency is 2072.

### 2. FORMS MANAGEMENT BRANCH PARTICIPATION IN POUCH PROJECT PRODUCES SUBSTANTIAL RESULTS

a. Reviewed all forms used by CIA. Identified those which are essential overseas. Established and defined four shipping categories; then categorized all overseas forms accordingly.

b. Monthly forms pouch weight reduced from 3141 pounds in July to 1232 pounds in November.

c. Established procedures to provide for routine coordination of all overseas forms by OS, CI Staff, I & R Staff and Forms Management Branch.

d. A typical project benefit in reducing shipping costs is the \$4,615.00 annual savings resulting from changing the shipping category on Form 255a from II (Confidential Pouch) to I (Unclassified Shipment).

e. Arranged for [ ] to print locally all forms other than specialty-type needed by [ ] In addition a Supply Depot, now being set up at [ ] will stock and issue both locally printed and specialty-type forms sent over from the U. S.

### 3. BETTER TRAVEL ORDER FORM AND PROCEDURES TO BE INSTALLED SOON

A much improved Travel Order Form was concurred in by DD/S and DD/I. DD/P has agreed in principle, although a few points remain which must be resolved. Advantages of the new form are:

a. Simplified and standardized travel order procedures.

b. Elimination of at least 15 known informal request documents.

c. Less time needed to prepare, process and review. Brief statements or items to be checked have been provided in lieu of lengthy and sometimes confusing narrative statements.

d. Twelve copy set reduced to 9 plus an attached worksheet which also serves as a request.

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4. SUCCESSFUL FORMS SURVEY OF PSD COMPLETED

This was the first complete Forms Survey of this type in the Agency. Experience gained has been most valuable. Typical prime results of the Survey are:

- a. Ten bootleg forms replaced by existing official forms.
- b. Ten forms obsoleted.
- c. Eight bootleg forms and 2 memoranda combined into 3 forms.
- d. Five new forms developed.
- e. Thirty bootleg forms analyzed, designed, improved and made official forms.

5. AGENCY PRINTING OF CLASSIFIED SPECIALTY-TYPE FORMS <sup>A</sup> ON INNOVATION

In the past, most specialty-type forms were procured outside the Agency. Classified and non-specialty-type forms were usually printed internally. A recent tightening of security considerations (particularly in DD/P) has resulted in more and more forms being preclassified. This prompted FMB to bring about a new Agency approach to the printing and binding of such forms. On our recommendation, these forms are now being produced by the [ ] using more NCR paper and substituting a stapling for a gluing process on both carbon-interleaved and NCR specialty-type forms. Although such forms are sometimes more expensive than if bought on the open market, their use is more than justified in manpower savings.

6. SAVINGS IN COST OF NCR PAPER

FMB persuaded the [ ] to stock NCR paper instead of buying it for each job. With this we can get forms done cheaper and faster.

7. MANAGEMENT OF STOCKED FORMS IMPROVED

Recent months have seen a decided step up in activity of joint FMB - Supply Division efforts to improve the management of stocked forms. Among these improvements are:

- a. Consolidation of SM & RS and DSCS functions as they pertain to blank forms.
- b. Change of accounting records from machine to manual.
- c. Maintenance of all records by form number (FMB has been using form number and DSCS was using federal stock numbers).

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- d. Discontinuance of stock status listings.
- e. Requisitioning of Standard Forms by DSCS without reference to FMB.
- f. DSCS will supply FMB with up-to-date stock status and procurement costs of blank forms as needed.
- g. Although the procedures will alter slightly, depending on whether the printing is done in CIA or commercially, an initial supply of new and revised stocked forms will be put in supply channels automatically without waiting for request by the customer.

8. GREAT STRIDES IN STANDARDIZING THE COMMON INFORMATION REPORT.

Since 1949, the IAC Agencies have been aware of the need for a common information report format. Subsequent to that time and particularly since 1953, CIA has taken the lead to try to establish a common format. The Chief, Forms Management Branch, who is Chairman of a subcommittee of the USIB's Committee on Documentation, has been instrumental in installing this format in the Office of Operations, the DDP and the Office of Central Reference. Persuading the Department of Army to adopt the common format has been a great stride toward encouraging the Intelli. Community to fall in line. It is hoped that before long USIA, Air Force and Navy will follow Army's example.



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9. NEW CIA BUILDING RECORDS PROJECT WINS APPROBATION OF SECURITY DIRECTOR.

Established an expedient and efficient operation for badge processing of construction personnel employed for GSA Project No. 44-122 (New Building). Participated in designing security office and gate house layouts including counters, partitions, built-in furniture, etc. Organized flow lines of persons being processed, developed necessary forms and records and assisted in actually getting operations started. [redacted] [redacted] were commended by both Col. Edwards and Mr. [redacted]

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10. INCREASED DD/P INTEREST IN FORMS MANAGEMENT.

1958 saw an intensification of interest of [redacted] EXO/DD/P in Forms Management, finally highlighted by assignment to the Chief I&R Staff of responsibility for final DD/P review and approval or concurrence in proposed new and revised DD/P forms. This move paved the way for greater progress in the standardization of forms, reduction in the number of bootleg forms and other benefits.

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Chief, Forms Management Br.

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